



TOWN OF KILL DEVIL HILLS

Land Where Flight Began

MEMORANDUM

July 14, 2025

TO: Mayor and Board of Commissioners

FROM: Debora P. Díaz, Town Manager 

REF: New Business

1. Site Plan Review: 115 West St. Clair Street – Proposed Office Building with Enclosed Parking in the Commercial Zone (Attached NB-1)

Albemarle and Associates, LTD, has submitted a proposed site plan for a 1,848 square-foot office building with 13 additional parking spaces, driveway connection to St. Clair Street, and associated site improvements, in combination with the existing office building at 115 W. St. Clair Street. The Planning Department's meeting memorandum highlights the plan, and is supplemented by the application, proposed site and building plan, Dare County Environmental Health Department approval, and other materials.

At its June 17, 2025, meeting, the Planning Board unanimously voted to forward this site plan for the Board of Commissioners' approval, with minor revisions. Those revisions have been addressed; Staff recommends approval of the site plan as presented, and a motion is in order.

Director of
Planning and Inspections
MEREDITH GUNS

Building Inspector
MARTY SHAW
CHARLES THUMAN

Code Enforcement Officer
JORDAN BLYTHE



Assistant Director of
Planning and Inspections
CAMERON RAY

Senior Planner
RYAN LANG

Permit Services Administrator
MICHELLE NICHOLS

THE TOWN OF KILL DEVIL HILLS
NORTH CAROLINA

PLANNING DEPARTMENT

July 14, 2025

Memorandum

To: Debbie Diaz, Town Manager

From: Ryan Lang, Senior Planner *RL*

Subject: SITE PLAN REVIEW — 115 W St Clair Street — Proposed Office Building with Enclosed Parking in the Commercial Zone

Enclosed is a site plan review submittal by Albemarle and Associates, LTD for a proposed 1,848 square foot office building with 13 additional parking spaces, driveway connection to St Clair Street and associated site improvements in combination with the existing office building at 115 St Clair Street. The *Professional Office (L)* is a permitted use in the Commercial Zone 153.176. Attached you will find the site plan application, proposed site and building plan, Dare County Environmental Health Department approval, stormwater narrative, non-conformities worksheet and applicants response to Staff's Technical Review comments.

The Planning Board reviewed this proposal on June 17, 2025 and forwarded it to the Board recommending approval with minor revisions, which have been addressed by the applicant on the plans presented to the Board of Commissioners. Staff recommends approval of the site plan as presented.

SITE PLAN NOTES:

1. CONTACT INFORMATION:

PROPERTY OWNER/
DEVELOPER: D & O ASSOCIATES, L.L.C.
115 W. ST. CLAIR STREET
PO BOX 2292
KILL DEVIL HILLS, NC 27548

2. PARCEL DATA:

LOTS 8-10, BLOCK 67, KITTY HAWK SHORES - REVERSED, U.B. 1, PG. 126;
RECORDED IN D.B. 1559, PG. 286; PARCEL ID 02882020; CG PIN NO. 0883 08 79 5189;
ADDRESS: 115 W. ST. CLAIR STREET, KILL DEVIL HILLS
LOT 7, BLOCK 67, KITTY HAWK SHORES - REVERSED, U.B. 1, PG. 126;
RECORDED IN D.B. 2728, PG. 457-459;
PARCEL ID 02882020; CG PIN NO. 0883 08 79 4864;
LOT 14, BLOCK 67, KITTY HAWK SHORES - REVERSED, U.B. 1, PG. 126;
RECORDED IN D.B. 2783, PG. 457-459;
PARCEL ID 02882020; CG PIN NO. 0883 08 79 7126

3. PROJECT DESCRIPTION:

THE OWNER INTENDS TO CONSTRUCT A 1,848 SF OF OFFICE SPACE WITH PARKING IN THE LOWER LEVEL.

4. FLOODPLAIN INFORMATION:

THE SITE IS LOCATED IN FIRM ZONE (X) PER FIRM MAP NUMBER 372098A300K, DATED JUNE 15, 2020. (SUBJECT TO CHANGE BY FEMA).
REGULATORY FLOOD PROTECTION ELEVATION (RFPE) IN SHADDED X AND Z ZONES WEST OF NC12, THE FIVE (5) FOOT FEET MAOD 1988 OF THE NATURAL GRADE ELEVATION OF THE NATURAL GRADE IS GREATER THAN EIGHT FEET MAOD 1988.

5. SURVEY INFORMATION:

EXISTING FEATURES AND BOUNDARY SURVEY FOR LOTS 8-10 WAS TAKEN FROM AS-BUILT SURVEY FOR D & O ASSOCIATES BY ALBEMARLE & ASSOCIATES, LTD., SIGNED BY JOHN B. MADDISON, PLS. ON MARCH 17, 2020.
BOUNDARY AND TOPOGRAPHIC SURVEY FOR LOTS 7 & 14 WAS OBTAINED BY SEA LEVEL CONSULTING, INC. ON APRIL 9 AND 30, 2023.
ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES UNLESS OTHERWISE SPECIFIED. ELEVATIONS SHOWN ARE MEASUREMENT PER MANNING.
AREAS SHOWN ARE BY COORDINATE METHOD.

6. ZONING AND MINIMUM BUILDING SETBACKS:

THE PROPERTY IS ZONED COMMERCIAL.
SETBACKS (PER CURRENT ZONING):
FRONT 30'
REAR 30' (DOUBLE FRONTAGE)
SIDES 10'
SIDE STREET 15'

7. PROJECT AREA:

TOTAL PROPERTY AREA = 25,000 SF
THERE ARE NO EASEMENTS ON THE PROPERTY.

8. LOT COVERAGE:

THE ALLOWABLE COVERAGE IS: 16,250 SF
(25,000 SF X 65% = 16,250 SF)

EXISTING BUILDING	2,083.8 SF
CONCRETE	7,418.7 SF
SHED	104.0 SF
TOTAL	9,567.5 SF
TO BE REMOVED	2,816.5 SF
CONCRETE	4,503.0 SF
CONCRETE	3,781.2 SF
TOTAL	15,094.2 SF (60.2%)

9. PARKING REQUIREMENTS:

RETAIL, OFFICE AND RELATED USES (5,001 TO 10,000 SF): 1 SPACE/250 SF
REQUIRED: (5,544 SF X (1 SPACE/250 SF)) = 22.2 SPACES
RETAIL, OFFICE AND RELATED USES (6,500 SF): 1 SPACE/200 SF
REQUIRED: (5,544 SF X (1 SPACE/200 SF)) = 27.7 SPACES
PROVIDED:
2 HANDICAPPED SPACES ARE PROVIDED IN THE WEST PARKING LOT.

10. STORMWATER MANAGEMENT:

STORMWATER MANAGEMENT FOR THE NEWLY DEVELOPED PORTION OF THE SITE WILL CONSIST OF AN INFILTRATION TRENCH ALONG PORTIONS OF THE BUILDING AND PARKING AREA AS SHOWN ON SHEET C201. THE INFILTRATION TRENCH WILL CONSIST OF PERFORATED HOPE SMOOTH INTERIOR SUBURBIAL PIPE WRAPPED WITH A FILTER SOCK. THE DOTTED AREA PROVIDES VOLUME WITHIN THE PIPE AND INTERSTITIAL STORAGE OF THE ADJACENT NATIVE SAND TO MEET THE TOWN OF KILL DEVIL HILLS STORMWATER MANAGEMENT REQUIREMENTS (L-37) FOR THE NEWLY DEVELOPED & REDEVELOPED PORTIONS OF THE SITE. RUNOFF FROM THE BUILDING ROOF WILL BE CONNECTED TO THE PIPE SYSTEM AT DRAIN BASINS. WHEN DOWNSPOUT LOCATIONS ARE NOT LOCATED NEAR A DRAIN BASIN, DOWNSPOUTS CAN BE CONNECTED DIRECTLY TO THE PIPE USING AN INSERTABLE OR MANUFACTURED WEL. IF USING AN INSERTABLE FILTER FABRIC SHALL BE WRAPPED AROUND THE CONNECTION. RUNOFF FROM THE PARKING LOT WILL BE DIRECTED TO THE DRAIN INLET AT THE NORTHEAST CORNER OF THE SITE. THE DROP INLET SOIL ELEVATION OF 7.4 IS THE INTERSTITIAL STORAGE ELEVATION OF THE TRENCH AND THE DROP INLET SHALL FUNCTION AS AN OUTFLOW OF THE PIPE SYSTEM ALLOWING RUNOFF IN EXCESS OF THE DESIGN STORMWATER TO BE RELEASED INTO THE MAINLINE STREET DRAINAGE SYSTEM. ADDITIONAL STORMWATER MANAGEMENT IS PROVIDED THROUGH THE INCORPORATION OF A BARRI (IN WHICH AN ADDITIONAL WORK IS PROVIDED THROUGH THE INCORPORATION OF A BARRI CATCHER AND TWO DRAIN BARRELS THAT WILL RECEIVE AND STORE RUNOFF FROM ROOF DOWNSPOUTS TO BE UTILIZED FOR HOSE IRRIGATION OF ADJACENT LANDSCAPING.

11. EROSION AND SEDIMENTATION CONTROL:

AREA TO BE DISTURBED: 16,502 SF (0.38 ACRES)
PRIOR TO DEMOLITION, EROSION AND SEDIMENTATION CONTROL MEASURES SHALL BE INSTALLED. REFER TO SHEET C201 FOR THE EROSION & SEDIMENT CONTROL PLAN, DETAILS AND CONSTRUCTION PHASING AND SEQUENCING.

12. BUFFERING:

SEE SHEET C202 FOR BUFFER YARD REQUIREMENTS AND PLANTING DETAILS.

13. SITE LIGHTING:

LIGHTING FOR THIS SITE WILL BE PROVIDED THROUGH A COMBINATION OF WALL-PACK FIXTURES AND SOLAR POWERED AREA LIGHTS. SEE SHEET C202 FOR THE PHOTOMETRIC PLAN AND LIGHTING DATA.
PER 153.074(e)(3) ALL LIGHT PRODUCED ON-SITE SHALL BE CONTAINED WITHIN THE PERIMETER OF THE SITE BY DESIGN, ORIENTATION OR SHIELDING OF THE LIGHT SOURCE.

14. UTILITIES:

ALL NEW SERVICES ARE TO BE PLACED UNDERGROUND (NO EASEMENTS NECESSARY).

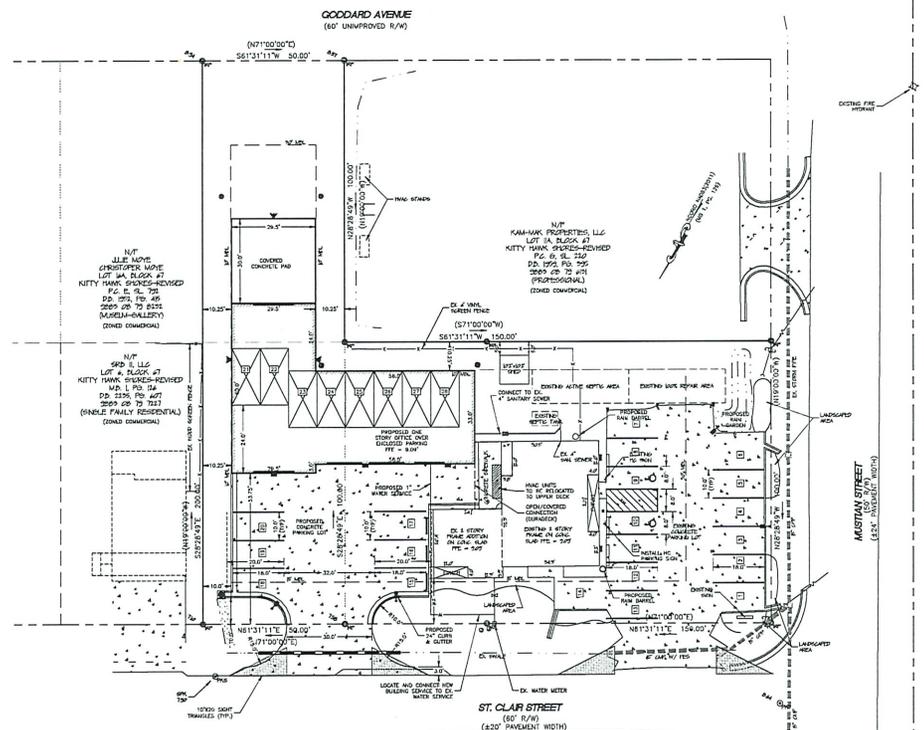
15. STRUCTURES:

THE BUILDING WILL COMPLY WITH THE NORTH CAROLINA STATE BUILDING CODE AND CURRENT HFAA REQUIREMENTS.
THE BUILDING HEIGHT SHALL NOT EXCEED 50' PER THE TOWN OF KILL DEVIL HILLS ZONING ORDINANCE.

16. SOLID WASTE:

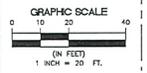
A ROLL-OUT CONTAINERS WILL BE PROVIDED FOR SOLID WASTE MANAGEMENT.

**FINAL DRAWING
NOT FOR
CONSTRUCTION**



LEGEND

—	IRON ROD FOUND
—	PK NAIL FOUND
—	PK NAIL SET
---	PROPERTY BOUNDARY
---	RIGHT OF WAY
---	ADJACENT PROPERTY LINES
---	EXISTING POWER POLE
---	EXISTING GUY WIRE
---	OVERHEAD ELECTRIC
---	EXISTING TELEPHONE PEDESTAL
---	EXISTING CABLE TV PEDESTAL
---	EXISTING LIGHT POLE
---	PROPOSED BOLLARD LIGHTS
---	EXISTING CONTOURS
---	PROPOSED CONTOURS
---	EXISTING SPOT ELEVATIONS
---	PROPOSED SPOT ELEVATIONS
---	EXISTING TREELINE
---	EXISTING FENCE
---	PROPOSED FENCE
---	EXISTING DROP INLET
---	PROPOSED DROP INLET
---	PROPOSED DRAIN BASIN
---	EXISTING DRAINAGE PIPE
---	PROPOSED DRAINAGE PIPE
---	EXISTING DITCH/SWALE/BASIN
---	EXISTING FIRE HYDRANT
---	EXISTING WATER METER
---	EXISTING WATER VALVE
---	HANDICAP PARKING
---	SIGNAGE
---	WHEELSTOPS
---	EXISTING ASPHALT
---	PROPOSED ASPHALT
---	EXISTING CONCRETE
---	PROPOSED CONCRETE



Albemarle & Associates, Ltd.
Engineering - Environmental - Land Planning

115 W. ST. CLAIR STREET
PO BOX 2292
KILL DEVIL HILLS, NC 27548
TEL: 919.274.4500
FAX: 919.274.4501
WWW.ALBEMARLE-AND-ASSOCIATES.COM

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REVISIONS

NO.	DATE	DESCRIPTION

SITE PLAN

D & O ASSOCIATES, L.L.C.

115 W. ST. CLAIR STREET

KILL DEVIL HILLS NORTH CAROLINA DATE: 02/01/2025

DATE:	01-15-2025
DRAWN:	LAO
CHECKED:	LAO
DATE:	01/15/25
SCALE:	1" = 20'
C201	
PROJ. NO.	04897G

FINAL DRAWING
NOT FOR
CONSTRUCTION



Know what's below.
Call before you dig.

Albemarle & Associates, LLC
Engineering - Environmental - Land Planning

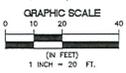
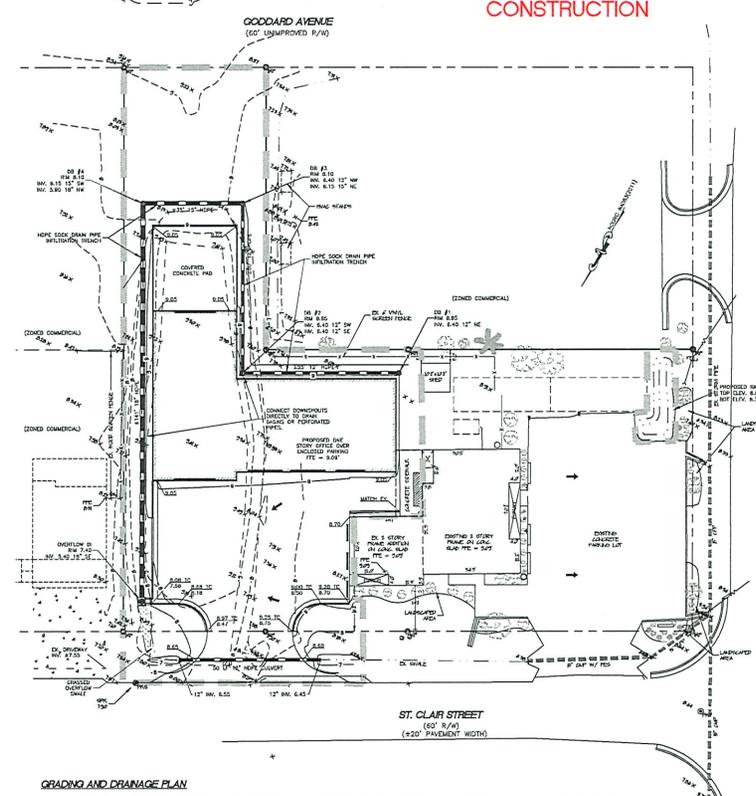
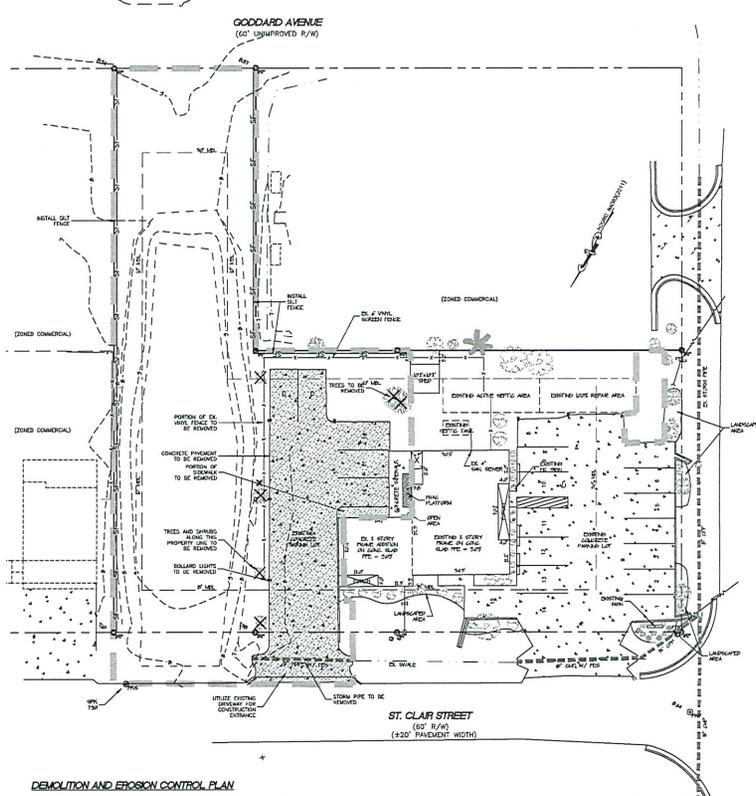
Albemarle & Associates, LLC
1200 S. CLAY STREET, SUITE 200
Raleigh, NC 27601
Phone: 919.876.1213
Fax: 919.876.1214
www.albemarle.com



REV.	DATE	DESCRIPTION
1	05/20/2015	ISSUED FOR PERMIT
2	05/20/2015	ISSUED FOR PERMIT
3	05/20/2015	ISSUED FOR PERMIT
4	05/20/2015	ISSUED FOR PERMIT
5	05/20/2015	ISSUED FOR PERMIT
6	05/20/2015	ISSUED FOR PERMIT
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48	05/20/2015	ISSUED FOR PERMIT
49	05/20/2015	ISSUED FOR PERMIT
50	05/20/2015	ISSUED FOR PERMIT

DEMOS, E&S, GRADING AND DRAINAGE PLAN
D & O ASSOCIATES, LLC
115 W ST. CLAIR STREET
RALEIGH, NC 27601
NORTH CAROLINA
DAVE COUNTY
ATLANTIC TOWNSHIP
RILL DEVI, HILLS
DATE: 05/20/2015
DRAWN: JLD
CHECKED: JLD
FILE: 04897G

SCALE:
1" = 20'
C301
PROJ. NO. 04897G



LEGEND

	IRON ROD FOUND		EXISTING DROP INLET
	PK NAIL FOUND		PROPOSED DROP INLET
	PK NAIL SET		EXISTING DRAIN BASIN
	PROPERTY BOUNDARY		EXISTING DRAINAGE PIPE
	RIGHT OF WAY		PROPOSED DRAINAGE PIPE
	ADJACENT PROPERTY LINES		EXISTING DITCH/SWALE
	EXISTING POWER POLE		EXISTING FIRE HYDRANT
	EXISTING GUY WIRE		EXISTING WATER METER
	OVERHEAD ELECTRIC		EXISTING WATER VALVE
	EXISTING TELEPHONE PEDESTAL		HANDICAP PARKING
	EXISTING CABLE TV PEDESTAL		SIGNAGE
	EXISTING LIGHT POLE		WHEELSTOPS
	EXISTING CONTOURS		EXISTING CONCRETE
	PROPOSED CONTOURS		EXISTING PAVEMENT
	EXISTING SPOT ELEVATIONS		PROPOSED SPOT ELEVATIONS
	EXISTING TREELINE		EXISTING CONCRETE TO BE REMOVED
	EXISTING FENCE		SILT FENCE
	LIMITS OF CONSTRUCTION		EXISTING PAVEMENT
	SHEET FLOW DRAINAGE		PROPOSED SPOT ELEVATIONS

SEEDING SCHEDULE

WIRE MESH PERMANENT SEEDING

SPECIES	RATE
K-31 FESCUE	3 LB/1000 SF
COMMON BROMUSGRASS	1 LB/1000 SF
WINTER RYE GRASS	3 LB/1000 SF

NOTE: DELETE RYE GRASS IF OVERSEEDING ESTABLISHED RYE OR FESCUE.
DELETE FESCUE IF OVERSEEDING ESTABLISHED FESCUE.

WIRE MESH TEMPORARY SEEDING

SPECIES	RATE
K-31 FESCUE	3 LB/1000 SF
COMMON BROMUSGRASS	1 LB/1000 SF
GERMAN MILLET	3 LB/1000 SF

NOTE: DELETE MILLET IF OVERSEEDING ESTABLISHED MILLET OR FESCUE.
DELETE FESCUE IF OVERSEEDING ESTABLISHED FESCUE.

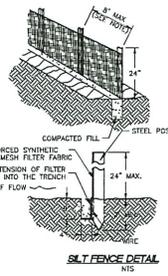
APPLY LIME & FERTILIZER

SPECIES	RATE
K-31 FESCUE	3 LB/1000 SF
WINTER RYE GRASS	5 LB/1000 SF

SOIL ADJUSTMENTS
APPLY LIME AND FERTILIZER ACCORDING TO SOIL TESTS, OR APPLY 500 LB PER ACRE OF 10-10-10 TO FERTILIZER.

MULCH
USE SIFT, DEVELOPER MATTING OR OTHER EFFECTIVE CHANNEL LINING MATERIAL TO COVER BOTTOM AND SIDES OF SWALES. ANCHOR MATTING PER MANUFACTURERS RECOMMENDATIONS. HYDROSEEDING IS ALSO AN ACCEPTABLE METHOD OF TEMPORARY STABILIZATION.

MAINTENANCE
A MINIMUM OF 3 WEEKS IS REQUIRED TO FOR ESTABLISHMENT. INSPECT AND REPAIR MULCH FREQUENTLY. FERTILIZE THE FOLLOWING SPRING WITH 50 LB/ACRE NITROGEN.

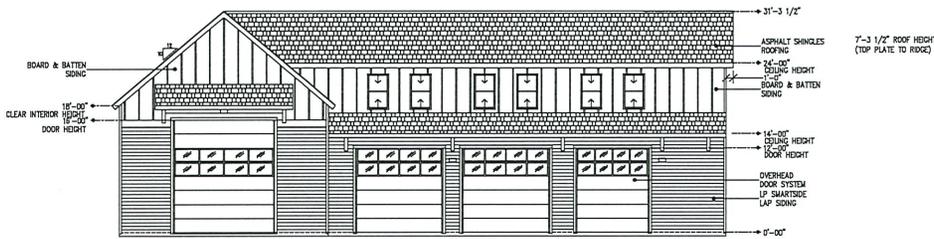


NOTES:

- 6" POST SPACING FOR NON-WIRE REINFORCED FENCE. 8" POST SPACING PERMITTED IF FENCE CONTAINS REINFORCING WIRE.
- 4" MINIMUM OVERLAP REQUIRED AT JOINTS (POSTS WHEN JOINING SECTIONS OF SILT FENCE). SILT FENCE SHALL BE ATTACHED TO STEEL POSTS USING A MINIMUM OF 3" WIRE OR PLASTIC TIE.

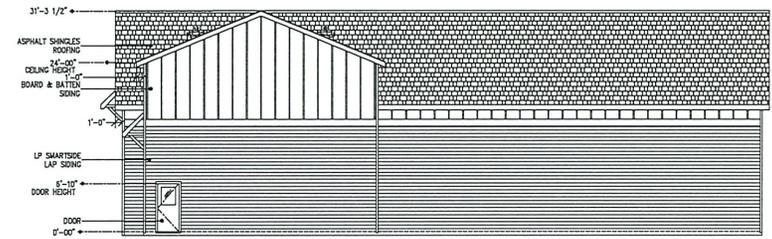
WIRE REINFORCED SYNTHETIC FIBRE MESH FILTER FABRIC
EXTENSION OF FILTER FABRIC INTO THE TRENCH
DIRECTION OF FLOW

SILT FENCE DETAIL

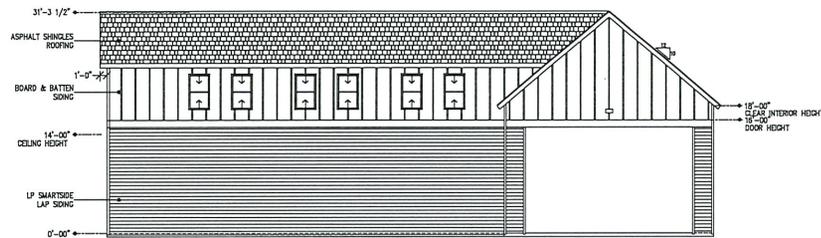


FRONT FACADE AREA = 1875 SF
 GLAZING AND GLAZING FRAME REQUIRED
 (10K MIN. - 40K MAX.) = 1875 SF - 750 SF
 GLAZING AND GLAZING FRAME PROVIDED = 215 SF (11.47%)

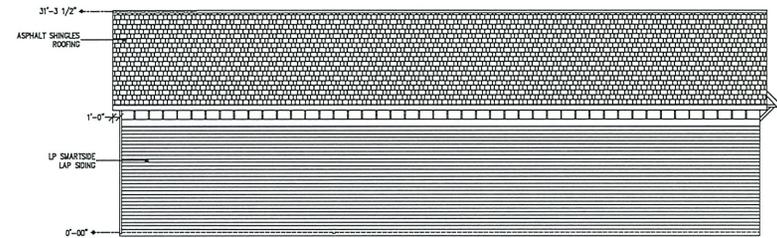
FRONT ELEVATION
 SCALE: 1/8" = 1'-0"



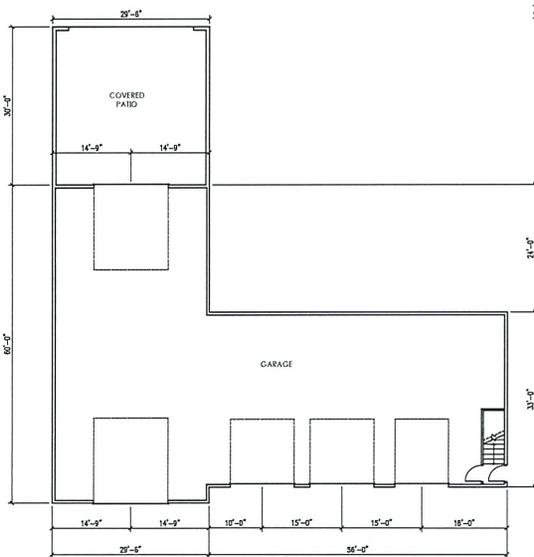
RIGHT SIDE ELEVATION
 SCALE: 1/8" = 1'-0"



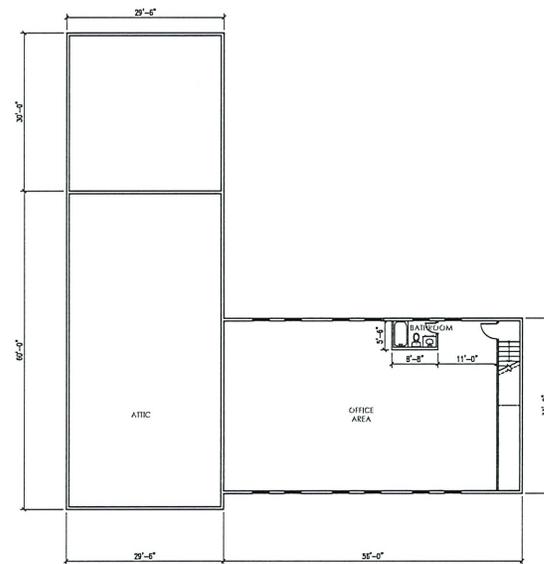
REAR ELEVATION
 SCALE: 1/8" = 1'-0"



LEFT SIDE ELEVATION
 SCALE: 1/8" = 1'-0"



LOWER LEVEL FLOOR PLAN
 SCALE: 3/32" = 1'-0"



UPPER LEVEL FLOOR PLAN
 SCALE: 3/32" = 1'-0"

**PRELIMINARY ONLY
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 CONSTRUCTION**



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 Wilmington, NC 28403
 Phone: 757-264-1213
 Fax: 757-264-1214
 www.albemarle.com
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NO.	DATE	DESCRIPTION
01	05/20/2025	ISSUED FOR PERMIT
02	05/20/2025	REVISED PER COMMENTS

BUILDING ELEVATIONS AND FLOOR PLANS
D & O ASSOCIATES I, LLC
115 W ST. CLAIR STREET
 KILL DEVEL HILLS ATLANTIC TOWNSHIP BANE COUNTY NORTH CAROLINA

DATE:	05/20/2025
SUBMITTED:	SEE NOTES
DESIGNED:	AJO
DRAWN:	PCA
CHECKED:	AJO
FILE:	04897G

SCALE:
AS SHOWN
S11

PROJ. NO. 04897G



June 23, 2025

Town of Kill Devil Hills Planning Department
PO Box 1719
Kill Devil Hills, NC, 27948

ATTN: Ryan Lang, Senior Planner

**RE: 115 West. Saint Clair St., D & O Associates I, LLC
Site Plan Resubmittal**

Dear Ryan:

Please find the attached revised site plans for the site expansion and modifications at 115 West St. Clair St. The plans have been revised to address comments from your memo to the planning board dated 6/17/25 as follows:

- Note 7 on sheet C201 has been revised to include a statement that there are no easements on the property
- Sheet C202 has been revised to include 2 more wall pack lights on the sides of the new building.

No changes have been made to the remaining plan sheets. This submittal includes 5 copies of the plans for review at the June 24th Board of Commissioners meeting and includes the following items:

- C201 – Site Plan (dated 6/23/2025)
- C202 – Buffer Plan and Lighting Plan (dated 6/23/2025)
- C203 – Site Details (dated 5/20/2025)
- C301 – Demo, E&SC, Grading and Drainage Plan (dated 6/3/2025)
- S1.1 - Building Elevations and Floor Plan (dated 6/3/2025)

Sincerely,

Michael J. Morway, PE
Engineer

cc: File 04997G
D & O Associates I, LLC & Mustian Ventures LLC

Land Planning – Engineering – Environmental – Construction Management
P.O. Box 3989, 115 W. Saint Clair St., Kill Devil Hills, North Carolina 27948
North Carolina License No. C-1027
Phone: 252-441-2113 www.AlbemarleAssociates.com Fax: 252-441-0965

County of Dare
PO Box 669
Manteo NC 27954



S13-32272

Phone: (252) 475-5080

DARE COUNTY DEPARTMENT OF PUBLIC HEALTH
Authorization for Wastewater System Construction

Parcel: 029822010

PIN: 988308795198

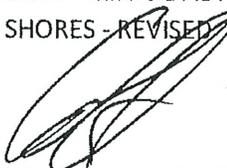
Permit: S13-32272

Owner Name: D & O ASSOCIATES I LLC
Owner Address: PO BOX 3989
KILL DEVIL HILLS, NC 27948

Permit Date: 05/12/2025

Location: 115 W ST CLAIR ST – KILL DEVIL HILLS
Subdivision: KITTY HAWK SHORES - REVISED

LOT: 8-10 BLK: 67 SEC:

1. Issued by  _____ JDC

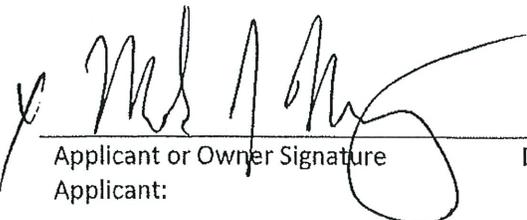
2. Any alteration in soil conditions (including location of structures and appurtenances) or modification in use, design wastewater flow or wastewater characteristics as specified in the associated improvement permit and application, may subject this authorization and associated permit(s) to revocation.

3. Comments:
EXISTING SYSTEM APPROVAL. SYSTEM REMAINS PERMITTED FOR 360 GALLONS PER DAY. PERMIT TO CONSTRUCT GARAGE WITH OFFICE SPACE ABOVE WITH TWO NEW EMPLOYEES. CONNECTING TO EXISTING WASTEWATER SYSTEM. OTHER PERMITS REQUIRED BY THE TOWN OF KDH.

This CA is valid as long as the IP remains valid (SL 2014-120).

Disclaimer: This permit does not relieve you of the responsibility to obtain any other necessary Federal, State or Local permit(s).

Owner Certification



Applicant or Owner Signature Date
Applicant:

APPENDIX F: NONCONFORMITIES WORKSHEET

Nonconformities Worksheet		
MINIMUM POINT REQUIREMENTS FOR INDIVIDUAL SECTIONS:		
Dimensional:	3	
Lighting:	1	
Stormwater:	10	
Landscaping & Architectural:	5	
Access & Parking:	11	
USE OF THIS CHECKLIST		
<ul style="list-style-type: none"> Ordinance Required ("Required") points are all "C" and "C*" which apply to a specific site. Total Possible Ordinance Required Points vary by zone and size of site. "C" - Compliant: designates items which are ordinance regulations "C*" - Compliant additional: designates items which are ordinance requirements for certain sites and zones "O" - Optional: designates items whose point totals are optional items which may be used to offset non-compliant elements 		
<ul style="list-style-type: none"> Minimum Point Totals must be met in each category. New non-conformities shall not be created. Improvements shall be made in each category unless site is deemed "compliant" in that section with the exception of setbacks and height. Compliant status shall be when the site point totals equal or exceed the total of all ordinance required "C" and "C*" items. 		
DOCUMENTATION REQUIRED TO RECEIVE CREDIT FOR CHECKLIST ITEMS		NOTES
<ul style="list-style-type: none"> Documentation should be submitted to the Planning Department 		
<ul style="list-style-type: none"> Providing a "Signature" as documentation for a checklist item indicates that the party signing is accepting responsibility that the item has been completed in full and that all reasonable care has been taken to meet the stated intent of that checklist item. 		
Requirements	Points	Documentation
1	Must comply with all federal, state and local government requirements in place at the time of construction of the building and/or site including but not limited to: NC Building Code, local development regulations and other local regulations.	Required Plans (site and floor)
2	Site survey of as-built conditions including but not limited to all site features, lot coverage, and flood zone	Required Survey prepared and sealed by a North Carolina licensed PLS
3	Points are not awarded for correcting violations; only for improvements to zoning nonconformities (see definitions 153.002)	

Dimensional (minimum 3 points)	Pts	Score			Documentation		
		Required	Exist	Proposed			
Setbacks							
C 1	Front Yard Setback in compliance, <i>or</i>	2	2	2	2	Survey	
2	Front Yard Setback encroachment less than 20, <i>or</i>	1					
3	Front Yard Setback encroachment greater than 20%	0					
C 4	Side/Corner Yard Setback in compliance	2	2	2	2	Survey	
C 5	Rear Yard Setback in compliance	2	2	2	2	Survey	
C* 6	Accessory structures in compliance with setbacks	1	1	1	1		
Height							
C 7	Building Height in compliance w/Zoning District	2	2	2	2	Height Certification	
Lot Coverage							
C	8	Lot coverage in compliance with Zoning District, <i>or</i>	10	10	10	10	Survey
	9	Lot coverage exceeded by less than 10 percentage points, <i>or</i>	5				
	10	Lot coverage exceeded by 10-20 percentage points, <i>or</i>	2				
	11	Lot coverage exceeded by more than 20 percentage points	0				
Subtotal for Dimensional section (min 3 pts)			19	19	19		

Lighting (minimum 1 point)			Pts	Score			Documentation
				Required	Exist	Proposed	
C	1	Lighting in compliance with 153.074	2	2	1	2	Light survey
	2	Lighting less than allowable levels	1				
	3	Lighting exceeds allowable levels	0				
Subtotal for Lighting section (min 1 pts)				2	1	2	

Storm Water (minimum 10 points)			Pts	Score			Documentation
				Required	Exist	Proposed	
C	1	Ten-year, 2-hr storm (4.3") contained on site	15	15	0	5	PE Certification
	2	Greater than 75% of ten-year, 2-hr storm contained on site, <i>or</i>	10				
	3	51-75% of ten-year, 2-hr storm contained on site, <i>or</i>	5				
	4	25-50% of ten-year, 2-hr storm contained on site, <i>or</i>	2				
	5	less than 25% of ten-year, 2-hr storm contained on site	0				
O	6	Rainwater harvested and directed toward landscaping needs.	2	0	2	PE Certification	
O	7	Install rain gardens, pocket wetlands, or other storm water quality measures to treat the first 1/2" of runoff	3			PE Certification	
O	8	Install rain gardens, pocket wetlands, or other storm water quality measures to treat the first 1" of runoff	5	0	5	PE Certification	
Subtotal for Storm Water section (min 10 pts)				15	0	12	

Landscaping & Architectural (minimum 5 points)			Pts	Score			Documentation
				Required	Exist	Proposed	
C*	1	Required buffers are in place and meet opacity standards (if applicable)	5				Survey
C	2	Perimeter landscaping per 153.073	5	5		5	Survey
C*	3	Interior landscape islands provided if parking count exceeds 40 spaces (if applicable)	5				Survey
O	4	Interior landscape islands provided where parking count does not exceed 40 spaces	2				
O	5	Landscape includes diversity (8-10 species min.) of native drought- tolerant vegetation	2			2	Landscape Plan
C*	6	Commercial building exterior standards are met in the commercial zone (if applicable)	3	3	3	3	Architectural Plans
O	7	Commercial building exterior standards are met in any other zone	5				Architectural Plans
Subtotal for Landscaping & Arch (min 5 pts)				8	3	10	

Access & Parking (minimum 11 points)			Pts	Score			Documentation
				Required	Exist	Proposed	
C	1	Parking is in compliance with 153.076, <i>or</i>	15	15	15	15	Survey
	2	80% or greater of required parking is provided, <i>or</i>	10				
	3	61-80% of required parking is provided, <i>or</i>	5				
	4	40-60% of required parking is provided, <i>or</i>	2				
	5	Less than 40% of required parking is provided	0				
C*	6	Sidewalk provided along public right-of-way (if applicable)	5				Survey
C	7	Sight triangles provided per Town requirements	3	3	3	3	Survey
C*	8	No access is permitted on US 158 (if applicable)	10				Survey
O	9	Right in/ right out access only is permitted on US 158 (if applicable)	5				Survey

	10	Direct full service access to US 158 when side street is available	0				Survey
C*	11	Curbing is provided for drive radii	2				Survey
Subtotal of points for Access & Parking (min 11 pts)					18	18	18

PROJECT SUMMARY		Required	Existing	Proposed
Total Overall Scores for Site		62	41	61

(Ord. 07-18, passed 10-24-07)

Town of Kill Devil Hills Planning and Inspections
Commercial Site Plan Review Application*



Applicant

Name: Albemarle & Associates, Ltd
 Address: 115 West St. Clair St.
Kill Devil Hills, NC, 27948
 Phone: 252-441-2113
 Fax: 252-441-0965
 Cell: _____

Property Owner

Name: D&O Associates I, LLC / Mustian Ventures LLC
 Address: PO Box 3989
Kill Devil Hills, NC, 27948
 Phone: 252-441-2113
 Fax: 252-441-0965
 Cell: 252-202-2340

Property Location

Address: 115 West St. Clair St Lot, Block: 7, 8, 9, 10 & 14 (Section 67)
 Subdivision: Kitty Hawk Shores Revised Pin#: 988308795198

Zoning District: Commercial LI-1 LI-2 OIR
 Total Lot Size: 25,000 Sq. Ft. Disturbed Area: 16,502 Sq. Ft.

Contractor

Company Name: Overton Contracting, LLC License Number: 86,646
 Name: Jake Overton Phone: 252-441-9239
 Address: PO Box 7804 Cell: 252-207-1121
Kill Devil Hills, NC, 27948 Fax: _____

Town Privilege License Number: n/a

Construction Information

Type of Construction: _____
 Assembly Business Educational Factory/Industrial High Hazard
 Institutional Mercantile Residential Storage Utility/Misc.
 New Construction Addition Repair/Replace Remodel Other: _____

Square Footage Proposed:

Interior Space: 1,848 Sq. Ft. Covered Deck(s): 885 Sq. Ft. Storage: n/a Sq. Ft.
 Garage: 3,618 Sq. Ft. # of Bedrooms: n/a # of Open Deck(s): n/a
 Proposed Square Footage: 1,848 + Existing Square Footage: 3,696 = 5,544 Total Sq. Ft.
 % Impervious Coverage: _____ + % Pervious Coverage: _____ = _____ Total % Coverage
 # of Parking Spaces: Existing: 14 Proposed: 13 Total: 27
 Septic Tank Permit #: 970010031 Construction Type: wood frame

Estimated Construction Cost (including labor and materials): _____

Flood Information

Flood Zone: VE AE X Base Flood Elevation: n/a
 Proposed First Floor Elevation: 9.09 Sq. Ft Below Base Flood Elevation: n/a

**This form is designed as a guide for Commercial Site Plan Review.
 Additional plans and information will be required prior to building permits.*

Project Description

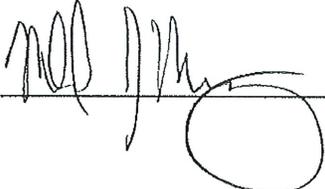
Construction of 1848 sf office space over parking

Required Site Plan Information Checklist:

- Permit Application (Completed)
- Site Plan Including the following
 - Submittal Requirements:
 - Vicinity Map
 - 15 Copies of Site Plan & Building Plan Elevations – Front, Side, and Rear
 - Tentative Health Department Approval
 - Site Plan Development Review Fee Paid in Full
 - Existing Conditions:
 - Boundary of Entire Lot
 - Width and Location of Existing Right of Ways
 - Nature, Purpose, Locations, and Size of Existing Easements
 - Iron Pins and Concrete Monuments
 - Scale (1" = 50' Minimum)
 - North Arrow
 - Streets Including Width of Pavement
 - All Underground Utilities, Gas/Propane Below or Above Grade
 - Dare Co. Register of Deeds Map Book/Subdivision Ref.
 - Street Address
 - Present Recorded Owner, Developer, Engineer contacts
 - Adjacent Property Owners, Adj. Use & Zone
 - Corp. of Engineers Report / Wetland Study
 - NFIP Flood Zone (ref: Elevation Datum (NAVD 1988))
 - Minimum, Lot Size indicated
 - Proposed Improvements:
 - Zoning Use Compliance/Setbacks labeled
 - Landscaping Plan / Buffers / Screening (per section 153.073)
 - Lighting Plan - photometric showing point output (section 153.074)
 - Sedimentation & Erosion Control Plan including details
 - Disturbed Areas delineated & areas calculated
 - Location of Sidewalks on the Croatan Highway and Curbs
 - Location of Sewer Facilities and Drain field
 - Proposed Building Type, # of Floors and dimensions, floor area ratio, Height
 - Existing and Finished Grades of Entire Site
 - Storm Water Management Plan including calculations
 - Total Units and Density per Acre (Multi-Family) or floor area ratio (in OIR)
 - Lot Size and Lot Coverage Calculation
 - Utility Plan indicating location & sizes of proposed improvements
 - Water Service Sizing Checklist
 - Layout, Size and Number of Parking Spaces including handicap w/ setbacks (Each Space Numbered)
 - Fire Lane and Driveways
 - Loading Zone (Commercial Sites)
 - Mail Delivery Cluster Sites (Multi-Family)

- Proposed First Floor Elevation
- Dumpster Pad Location
- Proposed Sign Location
- Sight triangle shown
- Commercial Building Plans showing architectural compliance
- Plans to N.C.D.O.T. (if required)
- NC Engineer/Land Surveyor Seal on Site Plan

*** The items listed in the Site Plan portion of the above checklist represent information that must be indicated on any site plan submitted for review by the Kill Devil Hills Planning Department, Planning Board, and Board of Commissioners. All of the above required documents shall be submitted on or before the 3rd Tuesday of each month. Upon completion of review, the Planning Board shall transmit its recommendations to the Board of Commissioners. The Board of Commissioners shall review site plans on the second Monday of each month.

Signature of Applicant:  (Date) 5/20/2025



**115 West Saint Clair St.
Stormwater Management Narrative**

May 20, 2025

Existing Conditions: D & O Associates I, LLC owns the 15,000 sf site at 115 West Saint Clair St. in the Kill Devil Hills which contains a 3,696 sf office building initially constructed in 1990. Mustian Adventures LLC has purchased the adjacent 10,000 parcel. The Natural Resource Conservation Service Soil Survey for Dare County has mapped the soils on the site to consist primarily of Corolla Fine Sand (CoB) and Duckston Fine Sand (DtA). The newly acquired parcel was wooded and recently cleared by the previous property owner who also placed approximately 2' of sand fill on the majority of the site (with the exception of the southern/rear end of the site). Existing grades on the filled portion of the site were approximately 7.5 to 8.0 msl. The property is within a flood zone X.

Proposed Development: The owner intends to combine the lots and construct a second structure with additional office space over parking. The project will include the removal of existing pavement on the east portion of the site and new pavement to accommodate 5 parking spaces and access to the parking below the office space as well as a dumpster pad. The new structure will contain a bathroom and will be connected to the existing septic system.

Stormwater Management: Currently, the western side of the site is graded to drain to the drainage systems along West Saint Clair St. and Mustian St., where it is conveyed to the nearby drainage ditch located within the Goddard St. right-of-way with limited ability to retain runoff. In an effort to provide some means to retain stormwater, a raingarden will be provided at the southern corner of the site to capture runoff from the pavement that is directed to the grassed area. The drainage area for this raingarden consists of approximately 2,600 sf with approximately 952 sf of pavement. The 233 sf, 6" deep raingarden will provide open storage of approximately 81 cf equating to the runoff from 1" of rainfall from the contributing drainage area. Interstitial storage in the sandy soils with 20+ in/hr infiltration rates beneath is estimated to provide approximately 455 cf of additional capacity for runoff.

The eastern "redeveloped" portion of the site and new parcel proposed for development will be directed into an infiltration trench consisting of perforated HDPE pipe wrapped in a filter sock and buried in native sandy soils. The infiltration trench will be constructed along the unpaved portions of the perimeter the new building and extend along the east side of the reconfigured parking area terminating in a drop inlet. The new structure will have gutters and the downspouts will be connected to the

infiltration trench at drain basins or directly into the perforated pipe with tees. Runoff from the parking area is being directed to the drop inlet at the north end of the infiltration trench.

Soil borings taken on the site indicate a seasonal high water table elevation around 4.7' msl. Adjacent grades along the property line range between 7.4 to over 9' msl. The rim of the overflow drop inlet has been set to an elevation of 7.4 to allow for saturating the subsurface prior to discharging excess runoff into the Mustian St. drainage system. The design capacity of the system accommodates the 4.3" rainfall for the new and redeveloped portion of the site. When also accounting for the raingarden and rain barrels, the proposed work accommodated approximately 65% of the 4.3" runoff for the entire site. A soils report and design calculations have been Included within this report.

Soil Boring Log 115 West Saint Clair St.

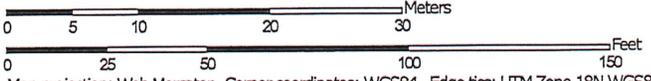
Soil Boring		
Depth	B-1	B-2
0" to 6"	brown fine sand	brown loamy fine sand
6" to 12"	brown fine sand	grey fine sand
12" to 18"	tan fine sand	tan fine sand
18" to 24"	tan fine sand	tan fine sand
24" to 30"	tan fine sand (trace mottling @ 27")	tan fine sand
30" to 36"	tan fine sand (moist)	tan fine sand (moist)
36" to 42"	tan fine sand (saturated)	tan fine sand (saturated)
42" to 48"	tan fine sand (saturated)	
Soil Type	Coralla fine sand	Coralla fine sand
Date of Boring	4/11/25	4/11/25
Ex. Ground Elevation (ft. above MSL)	7.7	7.7
Depth to ESHWT (in)		
ESHWT Elevation	7.7	7.7
Depth to Water table (in)	36	36
Estimated Water table Elevation (ft)	4.7	4.7

Soil Map—Dare County, North Carolina
(115 West St. Clair St.)



Soil Map may not be valid at this scale.

Map Scale: 1:551 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 18N WGS84

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
CoB	Corolla fine sand, 0 to 6 percent slopes, rarely flooded	0.4	71.6%
DtA	Duckston fine sand, 0 to 2 percent slopes, occasionally flooded	0.2	28.4%
Totals for Area of Interest		0.6	100.0%

Volumetric Runoff Calculations Simple Method

Project Name : 115 West Saint Clair St

New & Redeveloped Portions of the Site					
Basin Information					
Drainage Area	10,000	SF			
Existing Impervious Area	0	SF			
Proposed Impervious Area	8,284	SF			
% Impervious Area (total)	82.8%				
Impervious Surface Area					
			<i>existing</i>	<i>existing (to remain)</i>	<i>proposed (additional)</i>
On-site Buildings or Lot BUA	4,503	SF	0	0	4,503
On-site Streets	0	SF	0	0	0
On-site Parking	3,781	SF	2,816	0	3,781
On-site Sidewalks	0	SF	0	0	0
Other on-site	0	SF	0	0	0
Future	0	SF	0	0	0
Off-site	0	SF	0	0	0
Total:	8,284	SF	2,816	0	8,284

Runoff Calculations (Simple Method)			
	Kill Devil Hills	Predeveloped	Postdeveloped
Design Runoff (in)	4.3	4.3	4.3
Total Area (sf)	10,000	10,000	10,000
Coverage	82.8%	28.2%	82.8%
R(v)	0.796	0.303	0.796
Rainfall Volume	2,851	1,087	2,851

4.3" 2,851
Pre-Post increase: 1,763

Volumetric Runoff Calculations Simple Method

Project Name : 115 West St. Clair St

Entire Site				
Basin Information				
Drainage Area	25,000	SF		
Existing Impervious Area	6,781	SF		
Proposed Impervious Area	8,284	SF		
% Impervious Area (total)	60.3%			
Impervious Surface Area				
			<i>existing</i>	<i>existing (to remain)</i>
On-site Buildings or Lot BUA	6,567	SF	2,064	2,064
On-site Streets	0	SF	0	0
On-site Parking	8,394	SF	7,420	4,613
On-site Sidewalks	0	SF	0	0
Other on-site	104	SF	104	104
Future	0	SF	0	0
Off-site	0	SF	0	0
Total:	15,065	SF	9,588	6,781
				<i>proposed (additional)</i>
				4,503
				0
				3,781
				0
				0
				0
				8,284

Runoff Calculations (Simple Method)			
	Kill Devil Hills	Predeveloped	Postdeveloped
Design Runoff (in)	4.3	4.3	4.3
Total Area (sf)	25,000	25,000	25,000
Coverage	60.3%	38.4%	60.3%
R(v)	0.592	0.395	0.592
Rainfall Volume	5,306	3,540	5,306

4.3" 5,306
 Pre-Post increase: 1,766

STORMWATER MANAGEMENT CALCULATIONS

Project 115 West Saint Clair St
 Drainage Area Site
 Stormwater Management All

By : mjm
 Date : 05/16/25

Infiltration Trench #1

Open Volume
 Length of Trench: 141 lf
 Diameter of Pipe: 18 in
 Volume of Pipe: 1.77 cf/ft
Total Pipe Storage (cf): 249 (cf)
Drop Inlet Storage: 8 (cf)

Interstitial Volume
 Surface elevation: 7.4 msl
 ESHWT Elev.: 4.7 msl
 Average Width of Trench: 13.00 ft
 (cf / lf): 8.33
Total Volume of Interstitial Trench Storage (cf): 1175 cf
 Additional Storage: 176

Infiltration Trench #2

Open Volume
 Length of Trench: 35 lf
 Diameter of Pipe: 15 in
 Volume of Pipe: 1.23 cf/ft
Total Pipe Storage (cf): 43 (cf)
15" Drain Basin Storage: 3 (cf)

Interstitial Volume
 Surface elevation: 7.4 msl
 ESHWT Elev.: 4.7 msl
 Average Width of Trench: 13.00 ft
 (cf / lf): 8.47
Total Volume of Interstitial Trench Storage (cf): 296 cf
 Additional Storage: 176 (cf)

Infiltration Trench #3

Open Volume
 Length of Trench: 115 lf
 Diameter of Pipe: 12 in
 Volume of Pipe: 0.79 cf/ft
Total Pipe Storage (cf): 90 (cf)
12" Drain Basin Storage: 2 (cf)

Interstitial Volume
 Surface elevation: 7.4 msl
 ESHWT Elev.: 4.7 ft
 Average Width of Trench: 13.00 ft
 (cf / lf): 8.58 cf
Total Volume of Interstitial Trench Storage (cf): 987

Stormwater Management Summary

New & Redeveloped Portions of the Site

4.3" Runoff 2,851 cf
Infiltration Trench Capacity: 2,853 cf
 % of Design Rainfall: 100%

Entire Site

Design Rainfall
 4.3" Runoff 5,306 cf
Storage Capacity
 Infiltration Trench Capacity: 2,853 cf
 Raingarden Capacity: 536 cf
 Rain Barrels (2-50 gal) 13 cf
Total Site Storage: 3,402 cf
 % of Design Rainfall: 64%

Volumetric Runoff Calculations Simple Method

Project Name : 115 West St. Clair St

Area Draining to Raingarden					
Basin Information					
Drainage Area	2,624	SF			
Existing Impervious Area	952	SF			
Proposed Impervious Area	0	SF			
% Impervious Area (total)	36.3%				
Impervious Surface Area					
			<i>existing</i>	<i>existing (to remain)</i>	<i>proposed (additional)</i>
On-site Buildings or Lot BUA	952	SF	952	952	0
On-site Streets	0	SF	0	0	0
On-site Parking	0	SF	0	0	0
On-site Sidewalks	0	SF	0	0	0
Other on-site	0	SF	0	0	0
Future	0	SF	0	0	0
Off-site	0	SF	0	0	0
Total:	952	SF	952	952	0

Runoff Calculations (Simple Method)			
Kill Devil Hills			
Design Runoff (in)	1		
Total Area (sf)	2,624	2,624	2,624
Coverage	36.3%	36.3%	36.3%
R(v)	0.377	0.377	0.377
Rainfall Volume	82	0	0

0.00 (cfs) 0.00 (cfs)

4.3" 82

STORMWATER MANAGEMENT CALCULATIONS - INFILTRATION BASIN DESIGN

Project 115 West St. Clair St
 Drainage Area Area Draining to Raingarden
 Raingarden 1

By : mjm
 Date : 05/16/25

Raingarden Information

<u>Open Volume</u>	<u>Area</u>		<u>Elevation</u>	
Basin Top	233	sf	8.8	msl
Basin Bottom	91	sf	8.3	msl
Perimeter	77	lf		

Total Open Basin Storage (cf): 81

Interstitial Volume

Surface elevation:	8.8	msl
ESHWT Elev.:	4.7	msl
Width along Perimeter:	3.0	ft
Void Space (%):	25.0%	

Total Volume of Interstitial Storage (cf): 455 cf

Design Rainfall (1"):	82	cf
Total Volume Managed:	536	cf
% of Design Rainfall:	651%	